

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Class Title: Economic Development/RDA Assistant

Revision Date: 04/13
EEO Code: Admin. Support
Status: Non-Exempt
Control No: 30200

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Economic Development/RDA Director, assists in the recruitment, retention and expansion of businesses and organizations within Sandy City.

III. Essential Duties:

- Assists in City-wide business outreach and education programs.
- Assists in the preparation of brochures, reports and other written and electronic information, including working with other agencies and consultants for the development and design of specific marketing and outreach products for recruitment purposes.
- Responds to inquiries regarding redevelopment projects; provides information on development, redevelopment and/or special improvement districts.
- Coordinates the RDA's housing programs and activities.
- Acts as a liaison to the Sandy Chamber of Commerce or other community groups regarding business development activities, economic development efforts and/or the status of other projects.
- Assists with property management issues as assigned.
- Coordinates business visitation with appropriate personnel as a tool to provide outreach for new and existing businesses on specific needs. This may include follow-up with certain departments for any concerns or issues the business may be facing and reporting to Economic Development/RDA Director as needed.
- Responds to "Request for Information" from either state or private agencies in a timely manner concerning possible client location to the City by providing detailed demographic or other statistical information or brochures highlighting Sandy City and the market area.
- Maintains and updates Economic Development/RDA portion of web site and social media outlets.
- Maintains records, contracts and other official documents for Economic Development/RDA.
- Takes and maintains minute records for RDA Board Meetings.
- Acquires materials and set-ups and staffs booths at various functions throughout the year.
- Serves on various community and City related committees.
- Handles various and specific administrative activities as assigned by the Director.
- May perform front desk duties such as answering phones and assisting incoming traffic when needed.

IV. Marginal Duties:

- Attends various community events during and after work hours.
- Makes presentations to the City Council, Planning Commission, Redevelopment Board, Municipal Building Authority and citizen groups.

V. Qualifications:

Education: Requires a high school diploma or equivalent.

Experience: Requires three years business related experience, including extensive experience in real estate and government operations. Must have working knowledge of computer software including statistical, spreadsheets, databases and word processing. Must have experience in marketing of real estate.

Certifications/Licenses: Requires a valid Utah Driver's license.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Principles and practices of economic development and redevelopment; correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices and procedures; office management; proper presentation skills for use when attending various committee meetings; urban planning issues; transportation, housing, statistical research techniques; personal computers and word processing, spreadsheet and presentation programs and other related software packages.

Responsible for: Dealing daily with developers and business owners; must determine how much information needs to be released to favorably influence businesses to locate and develop in Sandy; moderate responsibility for the care, condition, and use of materials, tools, equipment and money.

Communication Skills: Ability to communicate effectively verbally and in writing; professionally furnish and obtain information from other departments and outside economic development agencies; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring the ability to influence others to obtain desired result; regular and frequent outside contact with persons of high rank requiring tact and judgment to deal with and influence people; requires a well-developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Requires regular use of a computer, printer, copier, laptop and projector; regular use of software including Excel, Harris, Word, PowerPoint and social media.

Analytical Ability: Prioritize tasks; design and development skills for marketing materials and detailed packets; work well under pressure and impending deadlines; establish effective relationships with employees, the public, developers and financiers; organize research studies; use personal computer and software.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; capacity to be a self-starter. Frequent exposure to stressful situations due to high interaction levels with the public and exposure to deadlines; occasional evening and weekend work to attend meetings and meet deadlines; constant attendance is required; occasional field work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____